

MEMORANDUM

TO: All State Agencies
FROM: Governor Kathleen Sebelius
DATE: July 14, 2008
SUBJECT: Designated Holidays for 2009

KS

The following are holidays for the state service in calendar year 2009.

New Year's Day	Thursday, January 1, 2009
Martin Luther King, Jr. Day	Monday, January 19, 2009
Memorial Day	Monday, May 25, 2009
Independence Day	Friday, July 3, 2009
Labor Day	Monday, September 7, 2009
Veterans Day	Wednesday, November 11, 2009
Thanksgiving Day	Thursday, November 26, 2009
	Friday, November 27, 2009
Christmas	Friday, December 25, 2009

Employees who are entitled to holidays should receive credit for these holidays in accordance with Kansas Administrative Regulation 1-9-2 and Division of Personnel Services Bulletin 05-03.

In addition to the holidays discussed above, I am again authorizing a discretionary day for state employees, which is for observance of a holiday or other special day during calendar year 2009 (pay periods December 28, 2008 through December 26, 2009). This holiday should be approved in accordance with the general policy for the discretionary holiday outlined by the Secretary of Administration's Memorandum dated July 11, 2008.

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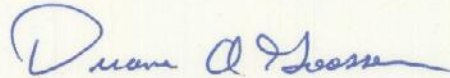
MEMORANDUM

TO: All State Agencies

FROM: Duane A. Goossen
Secretary of Administration

DATE: July 11, 2008

SUBJECT: Discretionary Holiday – General Policy



Traditionally, the Governor's memorandum announcing holidays for the state service has authorized a discretionary holiday. For your convenience in addressing discretionary holiday issues, the following items are provided as general policies and clarification regarding the discretionary holiday:

1. The discretionary holiday is designed to give eligible state employees an additional day off available to use for observation of a religious holiday, family event or other special occasion. This holiday is subject to an employee's advance request and subsequent supervisory approval.
2. For the purpose of the discretionary holiday, an eligible employee is defined as an employee: 1) who is eligible for either the group health insurance program or KPERS, and 2) who has worked for the state in an eligible position for six continuous months.
3. All eligible employees shall receive hours equal to the number of hours regularly scheduled to work for a discretionary holiday.
4. All hours for a discretionary holiday shall be taken on the same day and in no case will an employee earn more than one discretionary holiday in a designated year of SHARP pay periods.
5. The discretionary holiday must be taken prior to certain SHARP pay period dates that occur during the last part of December or the first part of January. The specific dates will be provided each year.

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6. An employee shall not be paid for the discretionary holiday in lieu of taking the time off.
7. The appointing authority shall take such steps as may be necessary to ensure that all eligible personnel receive the holiday during the calendar year.

Further questions or recommendations should be directed to Brent Smith, Department of Administration, Division of Personnel Services, 900 SW Jackson, Room 252, Landon State Office Building, Topeka, Kansas, 66612-1220, (785) 296-1432.